

## Education Workshop Checklist

- **Presenter:**
  - Location of workshop:
    - Reserve room
    - Room set up (determine layout and order tables and chairs)
    - Order food (breaks and lunch)
  - Obtain written contract/letter confirming dates, location, room set-up, etc.
  - Establish registration deadline:
  
- **Hotel arrangements:**
  - Contact name/Phone number
  - Room rate
  - Determine number of rooms to block off
  - Establish deadline for hotel registration
  - Obtain written contract/letter containing dates, room rates, and number of rooms blocked off
  - List of other suggested hotels in near vicinity (post on SGA website)
  
- **Publicity:**
  - Develop shortened description of meeting for publicity purposes
  - Ongoing articles to SGA Newsletter/Website
  - Distribute to:
    - SGA listserv
    - SAA Newsletter
    - Regional archival organizations [through newsletter editors]
  
- **Workshop registration mail-out:**
  - Develop brochure or include information in annual meeting mail out
    - Include map or directions to workshop location
    - Include hotel registration information
    - Design envelope layout
  - Determine number of copies needed (including extras for later)
  - Print registration packets and envelopes
  - Obtain mailing labels (in zip code order) [from Administrative Assistant]
  - Put registration packets together (maintain zip code order)
  - Buy stamps for mail out [send first class]
  - Drop at post office in zip code order
  
- **Workshop registration:**
  - Process registrations [Administrative Assistant]
  - Letter to registrants
    - Workshop outline
    - Map to workshop location and parking directions
    - Workshop receipt
  - Obtain number of registrants [from Administrative Assistant]
  - Purchase folders and nametags for meeting
  - Design label for folder
  - Design name tags
  - Purchase name tags
  - Duplicate handouts

- Stuff folders
- **Workshop logistics:**
  - Man registration desk at workshop [Administrative Assistant or other]
  - Need bio from speaker for introduction
  - Introduce
  - Monitor workshop
- **Workshop wrap-up:**
  - Tally workshop evaluations
  - Put together list of individuals (forward to SGA President/Education Chairman)
    - Instructor(s)
    - Host institution
  - Mail thank you letters [SGA President/Education Chairman]
  - Put together final files for SGA Archives and send to SGA Archivist